



STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR
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March 14, 2014

Chrystal Smith
3109 Chippewa Lane
Council Bluffs, IA 51501

Dear Child Care Provider,

This letter is in regards to the March 14, 2014 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.
- ☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.
- ☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. *Provider needs to put on child safe lock on kitchen cupboard doors or put medications in another area out of reach of children.*
- ☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.
- ☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.
- ☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.
- ☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.
- ☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.
- ☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.
- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

☐ **110.5(2) A provider file is maintained and contains:**

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR. **Has CPR/First Aid but it expires March 2014. Need to update.**

☐ **110.5(8) Children's Files**

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. **FYI.**

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian. **Need to do.**

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. **FYI.**

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. **FYI.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. **Need to get.**

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. **Need to get.**

☐ 110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY
"A" *The provider was not over numbers at the time of the visit. This is included as a reminder
to provider regarding how many children she can care for.*

☐ 110.8(1)a Not more than six preschool children present at any one time including infants.

☐ 110.8(1)a Of these six children, not more than four children who are 24 months of age
or younger are present at any one time.

☐ 110.8(1)a Of the four children under 24 months of age, no more than three may be 18
months of age or younger.

☐ 110.8(1)a Not more than two additional school-age children for less than two hours at
any one time.

☐ 110.8(1)a Not more than eight children present when the emergency school closing
exception is in effect.

Non-compliance with any of the mandated regulatory requirements listed above may lead to
the cancellation or revocation of your Child Development Home Registration. **Please take
whatever steps are necessary to completely address each of the violations noted
above. It is essential you correct all above-mentioned violations within the next 45
days.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck
or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions
regarding this letter.

Sincerely,

Michelle Noddings
Social Worker II
mnoddin@dhs.state.ia.us
417 E. Kanessville Blvd.
Council Bluffs, IA 51503
(712) 328 - 5713

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in
your area. You can reach Child Care Resource and Referral at 1-800-945-9778.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need
to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training

by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).